Previous references.

Gen. 7 221-06. (1-2)
438-05 (11-14)
54 - (1-9).
B 346-06. 1.

Later references.

1909-10

(Gen Secs.)

Gen. **File No.** 128-09

Serial Nos. 2

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

(Received. Sept[r] 1910)

Part B. for May 1910.

SUBJECT.

Confidential Reports of Graded officers.

---

2 To the Registrar, Chief Court, Heads of departments, & Deputy Commrs of Districts.

No. 6300-45/ dated 29-5-1910

Issues additional instructions for the submission, half-yearly, of confidential reports regarding the work done by graded officers.

G.R.S. 11]

1909.- 10

GENERAL AND REVENUE SECRETARIAT.

(General)

NOTES.

File No. /28

FILE HEADING.

Confidential reports of graded officers.

From

No. Dated Received

Diary No. Enclos. Spare Copies Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First sheet

GPB—30,000—3-4-07.

Serial No.

As personally directed some time ago I submit herewith the files containing the Govt orders issued about the half yearly Confidential reports on officers.

The order of the 16th Sept 1909 evidently permits an officer unfavourably reported upon to offer an explanation, but the order does not specify what should be done with such an explanation. Since the confidential report comes up to Govt it seems desirable that the explanation offered by the officer concerned should also come up to Govt with the remarks, if any, of the Head of the Dept.

A rule to such an effect exists ~~in regard~~ in the P.W.D. Code in respect of the annual recommendation rolls (vide para 82 PWD Code Vol I). The following rule based on the above may be passed in continuation of the directions contained in the G.O. of 16 Sept 1909.

"Any reply or explanation received from the officer concerned should be communicated to the Govt with the remarks of the Superintending Head of the Dept. No discussion or controversy can, however,

NOTE—Contn. sheet.

GPB—55,000—27-4-09

Serial No.

be permitted, and no officer can claim a reply to any comments he may be thus permitted to ~~to~~ make. Except in the ~~way of~~ manner & to the extent prescribed above no officer can be permitted to address the reporting officer on the subject of an unfavourable report."

This may be directed to be added at the end of para 1 of the G.O. of 16 Sept 09.

5834
25.4.10

Dewan

I submit - The proposed addition may be approved -

28/4/10

Circulate

29/4/10

The rule would be incomplete without the above addition which while giving an opportunity for explanation discourages discussion or controversy.

may be approved

30/4/10

5897
4-5-10

I agree -

30/4/10

NOTE—Contn. sheet.

GPB—53,000—27-4-09.

Serial No.

Dewan

4B
30/4/10

NOTE—Contn. sheet.

GPB—55,000—27.4.09

30. 4. 10.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

Addition of a sub para to para 1 of the Government Order of 16th September 1909 regarding the submission of half yearly confidential reports on graded officers so as to provide for the submission to Government of the explanation received from the officer adversely reported upon with the remarks of the Head of the Department.

CIRCULATED TO COUNCILLORS.

By Order,

C Balasundaram Offg.

30th April ..... 1910. *Secretary to Government.*

K. P. Puttanna Chetty, Esq.,
First Councillor.

Opinion recorded

H. V. Nanjundayya, Esq., M.A., M.L.,
Second Councillor.

GPB—500—7-1-10

Facing sheet for Cases included in the schedule appended to Notification No. 36 of the 8th. Aug. 1902.

Subject— Addition of a sub para to para 1 of the Government Order of 16th September 1909 regarding the submission of half yearly confidential reports on graded officers. so as to provide for the submission to Government of the explanation received from the officer adversely reported upon with the remarks of the Head of the Department.

	Date	Initial of Officer himself or responsible Deputy.
Received in the Secretariat		
Submitted to Secretary		
Submitted by Secretary to Dewan or Councillor in charge		
Returned to Secretary		
Circulated by Secretary for Council ...	30. 4. 10	
Forwarded by Councillor		
Forwarded by Councillor		
Received in Secretariat		
Considered in Council		
Submitted to the Dewan		
Submitted to His Highness		
Orders passed by His Highness		
Final Orders issued		
Circulated to Councillors		
Passed on by the Councillor		
Returned to Secretary by Councillor...		

GPB—1,000—26-2-07.

Submitted to His Highness.

In accordance with His Highness' order communicated in Mr. Campbell's D.O. letter No.37 dated the 9th September 1909, orders were issued (in Government Proceedings No.G.1694-734/G.M.128-09-1 dated the 16th September 1909) that in the case of the periodical confidential reports, whenever a particular report is unfavourable, the officer concerned should be informed of the fact by the Head of his Department at the time that the report is submitted, in order to enable the former both to remedy the defects noticed by the superior officer and to remove by suitable explanation or otherwise any unfavourable impression which has been formed in the superior officer's mind without adequate grounds. Nothing was however said in the Government Order as to what the superior officer was to do with any explanations submitted by the officer unfavourably reported upon. It is therefore proposed that the following addition should be made at the end of para 1 of the Government Order referred to:-

"Any reply or explanation received from the

officer concerned should be communicated to the Government with the remarks of the superior officer and the Head of the Department. No discussion or controversy can, however, be permitted, and no officer can claim a reply to any comments he may be thus permitted to make. Except in the manner and to the extent prescribed above, no officer can be permitted to address the reporting officer on the subject of an unfavourable report."

2. Both the Councillors agree that the present rule would be incomplete without an addition as above. The proposed addition may be approved.

10 March

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Addition of a sub para to para 1 of the Government order of 16th September 1909 re the submission of half yearly confidential reports on graded officers so as to provide for the submission to Government of the explanation received from the officer adversely reported upon with the remarks of the Head of the Department.

Order.

KRW
12/5/10

G. R. S. 12]
General and Revenue Secretariat.

(10

File No. 128 of 190 9-10

Serial No.

Draft sd
Secretary).
18/5/10

19.5.10

Issue
dft
21/5/10

2. To the Registrar, Chief Court, Heads of (other) Depts. & D.C's of Dts, No. G. 6300-458/27.5.10.— Issues additional instructions for the Rubi, half yearly, of Confidential reports regarding the work done by graded officers

B

NOTE—Contn. sheet.

GPB—55,000—27.4.09

G.R.S. 28]

G.M File No 128-09 -XX
Serial No. 2

Diary No. of letter replied to

Proceedings of the Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.
( )

, *the* 7 May 190

Date of issue 27th March 1910.

Signed by Mr. B. Ramaswamy.

7 May 9

READ again:-

G. O. No. G 8089. 105/ Gm 346-06-1 dated the 26th June 1907 issuing instructions for the submission of half-

ORDER THEREON. No.

Yearly, of Confidential reports regarding the work done by graded Officers

(2) G. O. No. G 1694-734/ Gm 128-09-1 dated the 16th September 1909

over

SUBJECT

GPB—7,000—1-3-07

directing that in the case of the periodical Confidential reports prescribed in the G.O. read above, whenever a particular report is unfavorable, the Officer concerned should be informed of the fact by the Hd of his Dept at the time that the report is submitted and that an entry that the above direction has been given effect to should be made at the foot of each such report

Order thereon :— MG 6300-45

Govt direct that the following addition be made at the end of para 1 of the Govt order dated the 16th September 1909 read above :—

" Any reply or

or explanation received from the Officer concerned should be communicated to the Govt with the remarks of the Superior Officer & the Head of the Dept. No discussion or controversy can however, be permitted, and no officer can claim a reply to any comments he may be thus permitted to make. Except in the manner and to the extent prescribed above, no officer can be permitted to address the reporting officer on the subject of an unfavorable report."

Subd. to
Govt. this
proceedings.
Sd/- Illegible
for Secy to Govt.

Sd/- Illegible
for Secy to Govt.

CSB
21/5/60

Sd/- Illegible
for Secy to Govt.
18/5/60.

To The Regr. the Chief Court of Mysore
The Heads of Depts, &
The Dy Comrs of Dists

Gd
SRK
23/5

Proceedings of the Government of His Highness
the Maharaja of Mysore.

Read again:-

Govt.Order No.G.8089-105/G,M.346-06-1 dated the 26th June 1907,issuing instructions for the submission,half-yearly, of Confidential Reports regarding the work done by graded Officers.

2. Govt.Order No.G.1694-734/G.M.128-09-1 dated the 16th September 1909, directing that,in the case of the periodical confidential reports prescribed in the Government Order read above, whenever a particular report is unfavourable,the Officer concerned should be informed of the fact by the Head of his Department at the time -- that the report is submitted and that an entry that the above direction has been given effect to should be made at the foot of -- each such report.

Order thereon No.G6300-45 Gm.128-09-2 Dated Bangalore 27th May 1910.

Government direct that the following addition be made - at the end of para 1 of the Government Order of the 16th September 1909 read above:-" Any reply or explanation received from the Officer concerned should be communicated to the Government with the remarks of the Superior Officer and the Head of the Department.-- No discussion or controversy can,however, be permitted,and no officer can claim a reply to any comments he may be thus permitted to make. Except in the manner and to the extent prescribed above, no Officer can be permitted to address the Reporting Officer on - the subject of an unfavourable report".

For Offg.Secretary to Govt.

To

The Registrar,The Chief Court of Mysore.

The Heads of Departments.

The Deputy Commissioners of Districts.

SRH